

TERMS OF REFERENCE

Price Digital Interface Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Copenhagen Duty station
DURATION OF CONTRACT	3

Purpose of Assignment

The Price Digital Interface Consultant will support UNICEF Supply Division in the design, development, piloting and launch of a user-friendly price communication interface, aligned with UNICEF approved platforms, governance standards, and communication objectives.

The assignment responds to the need to modernize price communication, improve usability and clarity for diverse audiences, and reduce reputational and operational risks associated with fragmented, outdated, or legacy price information products. The consultant will translate complex pricing data and structures into clear, intuitive, and decision-relevant digital formats, working in close collaboration with the Communication Centre, Supply Division technical teams, and relevant governance stakeholders.

The deliverables will support UNICEF Supply Division's market and price communication objectives by strengthening transparency, consistency, usability, and institutional accountability

Scope of Work

1. User-centred design and requirements definition

- Review existing price communication products, interfaces, PDFs, and dashboards, including legacy tools.
- Conduct a light user needs assessment with key internal and external user groups (e.g. staff, key partners).
- Define functional, usability, and content requirements for a user-friendly price interface, aligned with approved governance, platforms, and communication standards.
- Develop user journeys, wireframes, and design concepts for the interface.

2. Interface development and piloting

A. Detailed Interface Design and Build

- Translate approved wireframes and user journeys into a working interface design.
- Define and implement the dashboard structure, navigation logic, filters, and drill-down views (e.g. by product, region, supplier, time period.)
- Apply UNICEF-aligned design and visualization principles to ensure clarity, neutrality, and correct interpretation of price data.

B. Data Integration and Validation

- Connect and integrate data from agreed internal sources, in collaboration with technical data owners.
- Establish data refresh logic (manual or automated), version control, and timestamping mechanisms.

Validate data accuracy, consistency, and comparability across sources, flagging gaps, limitations, or quality risks

C. Contextualization and Interpretation Layer

Develop contextual explanations, tooltips, metadata fields, and definitions to support correct Interpretation of Price information by non-technical users

Embed governance features such as disclaimers, methodological notes, and data limitations, aligned with agreed communication and risk mitigation standards.

D. Prototype Testing and Iteration

Deliver a functional prototype suitable for user testing

Conduct structured testing sessions with a small group of internal users, representing different use cases (e.g. policy dialogue, procurement planning, partner engagement)

Document feedback systematically and prioritize refinements based on usability, clarity, and risk considerations.

E. Readiness for Piloting

Prepare the interface for formal piloting in Month 3, including stabilization of core features, documentation of known limitations, and confirmation of governance sign-off points.

3. Content structuring and governance alignment

Support the rationalization and structuring of price content for migration into the new interface

Ensure alignment with agreed governance frameworks, and approval workflows.

Advise on interim mitigation measures (e.g. disclaimers, archiving logic) during transition from legacy products

4. Documentation and handover

Produce concise documentation covering:

- Interface design logic and user guidance
- Content governance considerations
- Recommendations for scale-up, maintenance, and future enhancements

Support internal handover to relevant teams for sustainability

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Interface design & prototype	<p>Deliverable 1</p> <p>Review report & requirements definition report</p>	15 May 2026
Interface design & prototype	<p>Deliverable 2</p> <p>A functional, interactive prototype of the price communication interface</p> <p>Integrated and validated data views from approved sources</p> <p>Embedded contextual guidance (metadata, explanations, disclaimers)</p>	15 June 2026
Pilot, refinement and launch	<p>Deliverable 3</p> <p>Refined interface incorporating user feedback</p> <p>Documentation and handover</p>	20 July 2026

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- Minimum requirements: Certification for development of user-friendly digital dashboards and interfaces using complex data systems.
- Work Experience: Minimum 7–10 years of professional experience in digital product delivery, UX/UI design, dashboard/interface development, and data integration for complex systems
- Demonstrated experience developing user-centred digital interfaces or platforms, including prototype testing and iteration
- Proven experience with data integration from multiple sources, data quality assurance practices, and metadata governance
- Experience working with enterprise digital standards, accessibility compliance (e.g., WCAG), and digital security principles.
- Experience working with cloud or BI tools (e.g., Power BI, SQL, REST APIs) and interface development workflows
- Experience engaging with multi-stakeholder governance bodies (e.g., internal technical boards, steering committees).
- Skills:

UX/UI design and prototyping tools (e.g., Figma, Adobe XD)

Data visualisation platforms (Power BI, Tableau, or similar)

Data management and ETL knowledge (basic SQL, data mapping)

Standards compliance (WCAG accessibility, UNICEF ICT governance policies)

Version control and deployment basics (Git, CI/CD concepts)

- Language Requirements: English
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